Concur Travel Guide

Created by:
Shared Travel Services
STS would like to welcome you to UAF’s new travel system, Concur. It was designed with our travelers needs in mind for complete transparency. Concur is the platform of the travel format that UAF designed and it is our job, here at STS, to help you navigate through it.

We have created this step by step handbook to help each of our travelers glide through their travel with ease.

We will continually update this handbook when new information becomes available or new things arise.

If and when you ever have any questions please rest assured that your STS team is here to help. We can be reached at the following email address uaf.sts@alaska.edu or by phone at 907-378-7380 or you can always stop by our office at Arctic Health Research Building suite 110 (Temporarily closed due to Covid–19)
Traveling with UAF:
Please read UA Travel Regulations, apply for your Travel Card and schedule a travel training prior to traveling. If you have any questions please contact Shared Travel Services.

Travel Regulations:  

Applying for Travel Card: (not authorized for students or student employees)  
https://alaska.edu/uatravel/traveler/travelcard.php

Concur Travel Training:  
a. Schedule one on one with Shared Travel  
   uaf-sts@alaska.edu

   b. Online Training with Central Travel  

   c. PowerPoint by UAF Central Travel  
### Table of Contents:

- Welcome Information 2
- UAF Travel Information 3
- Account Setup, Concur 5–8
- Travel Request 9–13
- Booking 3–17
- Expensing 18–28
- Uploading Attachments 29–32
- Travel Allowance, Concur *(also known as per diem itinerary)* 33–34
- Copying Requests 35
- Merging *(if you did not generate an ER from your Request)* 36
- Cancelling Trips 37
- Credits, Airline/Registration
  - How to process 38
  - How to use 39
- Personal Travel, Business plus 40–41
- Past Date Fare Quote *(a futuristic cost comparison)* *40
- Group Travel 42
- Blanket Mileage Travel 43
- Student/Guest Travel 44
- Travel Vocabulary 45–46
Concur account Set Up:

1. As an employee, your Concur account is automatically created for you.
2. To access your account use the following link,
   https://uaf.edu/cfos/images/internal-resources/travel/concur-icon-cropped.jpg
3. Login with your UA credentials (also known as Single Sign On or SSO).

4. Now that you are logged into your account you will need to click on your Profile Settings, under your name on the upper far right corner.
5. Once you are in your Profile Settings, there are a few things that you need to complete.
   a. Go to “YOUR INFORMATION” on the far left side of the screen.
      i. “PERSONAL INFORMATION”
         Verify all information entered is accurate and that all of the fields marked in RED are complete.
      ii. Travel Card section: Be sure to activate your card before entering it into your profile settings. (for more details on the Travel Card please see the table of contents)
While you are still in your Profile Settings you can set up your Delegates

6. Delegates setup:

   a. Click on Request Delegates

   b. Add the STS Team
      Serena Likar = slikar@alaska.edu
      Kim LaJiness = knlajiness@alaska.edu
      Lacey Guffey = lkeaster@alaska.edu
      Kara Dunn = kmdunn3@alaska.edu
c. Mark all categories other than the emails and reports. (we do not need access to these sections)

   ![Image of check boxes]

   - [ ] Queen, Deborah
dtreuer@alaska.edu

   - [ ] [ ] [ ] [ ] [ ] [ ]
   - [ ] [ ] [ ] [ ] [ ] [ ]

   d. Do the same thing for **Expense Delegates**
   e. If you want to add more delegates you can do that at this time
   f. Be sure to **SAVE** after changes have been made

7. **Department Approver #2 setup:**
   a. Click on **Request Approver**
   b. Add **uaf-sts@alaska.edu** under Department Approver #2
   c. Do the same for Expense Approver

Once completed it should be your Supervisor's name in Department Approver #1 and Shared Travel Services in Department Approver #2 (see below)
REQUEST:
Creating a TRAVEL REQUEST

1. Click **New Request** (Over each field, there is a little blue arrow, hover over that arrow and it will inform you what the field is and how to fill it out).

2. Fill out your travel information (the Trip Name format is shown in figure below)

3. Click on Segments tab
a. Click on Air (if a ticket needs to be purchased)

b. Click on Lodging (if lodging is needed)
c. Click on Car Rental (if car rental is needed)

5. Click on Expense tab

a. Air, Lodging and Car Rental will auto populate from the Segments tab.
b. Add the remaining Expenses such as Per Diem, fuel, parking, mileage, registration, ground transportation, etc.

6. Comment Boxes

   a. They are on every screen for you to give as much information as you can regarding the trip. This will help STS navigate through your Request and your Expenses with minimal email questions to you.

7. Attaching Documents, such as AGENDA's, Comparison Itineraries (discussed further down in the handbook, see Table of Contents), emails, etc.

   a. Click on Attachments, upper right hand corner of your Request
b. Click on Attach Documents

![Image of Attach Documents Button]

7. Submit your REQUEST, it routes to STS.
   
   a. STS reviews the Request.
   
   b. STS will send it back for correction, if needed.
   
   c. STS approves the request, it will automatically forward to your Supervisor for final approval. (CFOS, IAB and SNRE units will route to GrantTech prior to Supervisor)
   
   d. Travelers will receive emails each time their Requests have been reviewed/approved.

Once the Travel Request has been **APPROVED** the Travelers will receive an email stating that the travel is **approved** and Pending On-line booking (see image 1). If you indicated you were purchasing outside the booking tool it will just state APPROVED (see image 2).

**Image 1**

**Active Requests (3)**

<table>
<thead>
<tr>
<th>Request Name</th>
<th>Request ID</th>
<th>Status</th>
<th>Request Date</th>
<th>Date Submitted</th>
<th>Total Approved</th>
<th>Remaining</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liars S 524-1532 FLL Attending the PARIS EXPO Conference</td>
<td>3Y12P</td>
<td>Pending on-line Booking</td>
<td>12/14/2020</td>
<td>04/25/2020</td>
<td>$4,354.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Comment: This is only practice as I am showing someone how to navigate through Concur.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Image 2**

<table>
<thead>
<tr>
<th>Request Name</th>
<th>Request ID</th>
<th>Status</th>
<th>Request Date</th>
<th>Date Submitted</th>
<th>Total Approved</th>
<th>Remaining</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liars S 524-1532 FLL Attending the PARIS EXPO Conference</td>
<td>3Y12P</td>
<td>Approved</td>
<td>12/14/2020</td>
<td>04/25/2020</td>
<td>$4,354.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**If you end up having to make changes once the Request is approved you must either start a completely new Request or you can use the Copy Request feature, see page 35.**
Booking your Travel:

Generate your FLIGHT ITINERARY, HOTEL and CAR RENTAL

Now that you have received the Concur generated email stating that your Travel Request has been approved follow these simple steps:

1. Open your Concur account
2. Click on your Request tab
3. Scroll over to the FAR right hand side of your approved Request.
4. Click on the “BOOK” link. This will take you to the booking tool.

Once in the booking tool you will verify the trip information. If this is the trip you will click “Proceed to Booking” in the lower right hand corner of the screen. Concur will ask you if the funds being used are Federal Funds, you mark yes or no. Then you click NEXT.

Start Booking:

1. Verify the departure city and the arrival city
2. Verify the departure date and the return date
   a. The more filters you use the less available flights appear, we suggest keeping all filters open for better flight times and connections. (filters are on the left side of the booking window)
3. Flight Selection: Pick the flight(s) that best suit your BUSINESS needs.

4. Seat Assignments: Can be done in the booking tool after you select your flights.
5. Reserve Flight and Continue

6. Booking Car: At this point you can skip the Car Rental through the booking tool by clicking on the “Skip Car” button on the bottom right corner of the screen. *Car size must not be any larger than a full size without a Business Justification.

7. Booking Hotel:
   a. Hotel Per Diem Location will populate:
b. Hotel choices will appear, you can skip this section as well by clicking on the “Skip Hotel” button on the bottom right corner of the screen.
   1. When booking the hotel in the booking tool you must have a Travel Card assigned to your Concur account or you will have to skip the hotel. You can contact STS and we would be happy to reserve and purchase the hotel for you.

c. You will receive a pop up warning letting you know that you did not book a car or hotel and if you want you can go back and do so.
8. **Trip Booking Information**: This is where you can give specific instructions regarding your trip needs to CTM.

9. **Click NEXT**: once your itinerary is done
   a. A complete itinerary will appear for your final review. If everything is what suits your BUSINESS needs you will “Confirm Booking”.
   b. Your itinerary will route to CTM (Corporate Travel Management) for the ticketing of your flight itinerary. They can also send payment to the hotel if you had booked through the tool and gave them instruction to do so.
   c. Once you have finalized the booking in Concur go to your SAP/Concur home page (staying on the booking confirmation page will create a duplicate request within the system so to avoid this you must leave the booking confirmation page as soon as possible).

10. **Purchased Itinerary**: Once your itinerary has been purchased CTM will send you a copy. If they paid for your lodging they will send you a copy of the confirmed reservation. You will want to upload these to your ER.
EXPENSE:

*Generating an EXPENSE REPORT from REQUEST*

Once the Requested Travel has been booked there will be a “Expense“ link (on the right hand side of the approved/booked Request)

1. Click “Expense” link, this will generate your ER

2. Concur gives you a chance to review the Request that you are asking to Expense, if this is the correct Request click NEXT

3. Now you will be asked if this trip contains Per Diem, ALWAYS say yes. You can exclude per diem later on in your ER before submitting it.
4. Travel Allowance, this is your Per Diem Itinerary. (Per diem is based on where you lay your head within your business location). You must have a Travel Allowance Itinerary with all ER’s.
Enter your Business ONLY itinerary, Outbound and Return in two separate entries (see image 1 below). Do NOT include stopovers.

Image 1

SAVE

Image 2
5. Click NEXT
6. Click Create Expenses

7. Mark all provided meals or if you do not wish to claim per diem you can exclude per diem by clicking on the little box to the left of each day or by clicking Exclude ALL per diem.
8. Click “CREATE EXPENSES”

9. Per Diem populates into your Expenses

10. Entering Expenses:

   **AIRFARE:**

   ![Image of Airfare entry]

   Save

   Airfare populates into your Expenses

   ![Image of Airfare entry in Expenses]

   24
LODGING:

Click ITEMIZE, bottom right of screen
Continue with Expenses:

Click SAVE Itemization

Lodging populates into Expenses.

![Image of lodging expenses]

Adjusting the amounts: If the totals from the Amount Column and the Requested Column do not match, typically happens because the amount does not divide evenly. (see image below)

Click on the last day lodging tax line under your Lodging Expenses.

a. Adjust the amount as needed.
b. Save
c. Lodging Adjustments will populate into Expenses

**LODGING rate must be reviewed to verify it is under the 1.5% of GSA.GOV as the system does not automatically do this.**
Continue with Expenses:

Mileage:

Fill in the information for your outbound mileage

Click Mileage Calculator

Click Add Mileage Expenses

(Do the same for your return mileage)
Continue with Expenses:

Mileage will populate into your Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount 1</th>
<th>Amount 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/20/2020</td>
<td>Mileage</td>
<td>$2.88</td>
<td>$2.88</td>
</tr>
<tr>
<td>12/04/2020</td>
<td>Mileage</td>
<td>$2.88</td>
<td>$2.88</td>
</tr>
</tbody>
</table>

Complete entering all of your Expenses for the trip.

**SIDE NOTES:**

Receipts are required for all expenses except Per Diem Offset Meal and Personal/Non-Reimbursable. Travelers seem to be misunderstanding the new regulation. This is the regulation regarding receipt requirements:

Actual, scanned or photographed pictures of receipts **must be submitted for all travel expenses for which reimbursement is claimed.** Individual expenses (except for air, lodging and vehicle rental) less than $75 may be reimbursed without a receipt, in the event the receipt is lost, misplaced or inadvertently not obtained.

Travelers should comment on the expense if the receipt was lost, misplaced, or inadvertently not obtained. Otherwise, the Processor may request a copy of the missing receipt before approving the expense report.
Uploading/Attaching Documents:

**Request:**

1. Click on Request to open

![Request 3WYP](image1)

2. Click on Attach Documents

![Request 3WYP](image2)

3. Browse

![Document Upload and Attach](image3)
4. Upload

Now if you click on Attachments you will have a drop down window will appear.

5. Click Close

Click on View Documents in a new window and this will show everything that you’ve uploaded.
Uploading Continued:

**Expense Report:**

1. Open Concur Account
2. Click on your Expense Tab
3. Click on your ER
4. Click on Receipts
5. Click on Attach Receipt Images
6. Proceed as you did on the Request side.
Uploading Continued:

Expense Line:

1. Click on the expense line that you need to attach a receipt to

2. Click on Attach Receipt, in the lower right hand of your screen.

3. Proceed as you have in the Request and Expense Report section.
Travel Allowance (Per Diem Itinerary)

Changing Per-Diem to reflect the proper Business Location:

1. Open Expense Report
2. Click on Details (under your name header)
3. Scroll down and click on Available Itineraries
4. Hover over the itineraries with your mouse and click, this will activate the Edit button (directly above)
5. Click the Edit button
6. Click the itinerary leg that you need to change
7. Go to the right side of your screen in the Grey box titled “New Itinerary Stop” change the Arrival City to where you laid your head that night. (Might be different than the city in which you flew into)
8. Change the Arrival Rate Location to the correct county.
9. SAVE

Creating Per-Diem in your EXPENSE REPORT:

1. Open Expense Report
2. Click on Details (under your name header)
3. Scroll down and click on “Available Itinerary” if there is not one-change parameters (Itineraries for last Quarter). If still no itinerary for this trip click “New Itinerary”
4. Create the Itinerary (ex: Departing Fairbanks on 5/6/19 at 7 am / Arriving Anchorage at 8 am on 5/6/19).
5. SAVE
6. Continue to do this for your return flight as well
7. SAVE
8. Click NEXT in the lower right hand side of your screen

9. It will ask you if you will be claiming per diem
   a. “YES”, you will see the per diem screen, in this section you can indicate what meals were provided and what days of per diem you do not wish to claim.
   b. “NO”, it will just take you to your Expense page.
Copying your Request:
Once your Request has been approved you can **not** make changes, by using this feature it will reduce the work of creating the whole Request again. (Changes that need to be approved are: date changes, routing changes, adding personal time, etc.)

1. Open your Concur account
2. Click on the Request tab
3. Click the little box on the far left side of your Request that you need to copy
4. Click the COPY Request button on the top right corner of your screen.
5. Delete the words "Copy of Request" in the window that pops up
6. Put the date of your travel in, same date if that has not changed
7. Go into your Request and complete by making all the necessary changes and submit for re-approval.
8. Go back to your previously approved Request, open it and click the “Close/Inactivate” button on the upper right hand corner of the screen.
MERGING:

To MERGE an Expense Report to a Request:

1. Open ER
2. Click on all the Expenses
3. Click on the Move button:
   1. To NEW Report
4. Another window will open
   1. Click on “ADD”
   2. Select the correct Request that this ER needs to go to.
5. Once you have completed the Expense Report

Go back into the one you generated without the Request and cancel it.
Cancelling Trips:

1. Open your Concur account
2. Click on your “Travel” tab
3. Click on “Upcoming Trips”
4. Click “Cancel” on the trip that you are no longer going on
5. If you booked your hotel and/or rental car outside of Concur please contact them directly to cancel
6. If there was Registration please contact the vendor and request a refund.

Purchases made on your Travel Card or the Agency Card:

1. **Refund:**
   
   If you receive a refund for any of the already purchased travel components you will need to process an ER to expense the charge and expense the refund.

2. **Credit:**
   
   If you receive credits (such as, airline) you will need to generate a “dummy” ER, this is a placeholder for the credits that you obtained from the cancelled trip(s). These credits can be used at a future date. **DO NOT SUBMIT** (see page 38)

Purchases made on your PERSONAL:

You can simply just close out your Request.
How to PROCESS and USE Credits:

Processing Credits

You are creating a “dummy” ER, this is a placeholder for your charges that you have received credit for. This is not for charges that have been refunded.

1. Open your Concur account
2. Click on your Expense Tab
3. Click on “Create New Report”
4. Name this ER “CREDIT / DATE it for 10 months in the future (tickets are good for a year from the date of purchase as long as they were cancelled prior to the departure date).
5. Move the airline charge to this “dummy” ER

DO NOT SUBMIT THIS ER

Using FULL Credits:

When a trip is cancelled and a full unused ticket credit is issued for the airfare, the following steps need to be taken to reconcile that charge to the correct funding.

*If the original ticket was purchased through Concur/CTM/Travel Card:

REQUEST:

Open your Concur account

Build your Request

   a. In the “How will you book your travel”, click on Call CTM

EXPENSE:

1. Open your Concur Account
2. Generate an ER from your approved Request
3. Move the ticket charge from the “dummy” ER (old trip) into this new ER (new trip)
   a. if this was the only charge in your “dummy” ER you can delete this ER
4. Once the new trip is completed, assign the remaining expenses and submit the ER. The airfare will now be charged to the funding associated with the trip to which it was applied.

*If the original ticket was purchased with a personal credit card you must supply a copy of the original ticket with FOP and the new ticket with FOP when submitting your ER.

Using Partial Credits:

When a trip is completed and only partial credit from your unused ticket was used. Follow the necessary steps below (ONLY if the trip was paid on a restricted fund)

REQUEST:

1. Open your Concur account
2. Build your Request
   a. In the “How will you book your travel”, click on Call CTM

EXPENSE:

1. Open your Concur Account
2. Generate an ER from your approved Request
3. Move the ticket charge from the “dummy” ER (old trip) into this new ER (new trip)
   a. if this was the only charge in your “dummy” ER you can delete this ER
4. Expensing the airfare
   a. You must Allocate the airfare expense line
      i. The airfare used towards this trip will be charged to the funding associated with the trip to which it was applied.
      ii. The amount of the unused credit will need to be allocated to your department's fund one.
5. Once the trip is completed, assign the remaining expenses and submit the ER.

Using REMAINING credit that was allocated to Dept. Fund One:

1. Itemize the airfare expense
   a. The credit amount is itemized to the fund one as a negative charge
   b. The full airfare cost (pre-credit) is itemized to the trip’s restricted fund
   c. If the new trip is paid on the same department fund one to which it was previously allocated, then no itemizations are needed. The airfare can be expensed as is.
   d. If the new trip did NOT result in additional airfare costs (i.e. the credit covered the full cost of the airfare), then a JV needs to be processed to
move the airfare from the fund one to the trip’s restricted fund.

**Hot Tip:** You will find unused ticket credits under Alerts on the main page of the traveler's Concur account.

**BUSINESS + PERSONAL Travel:**

When personal travel is being mixed with business travel, a cost comparison itinerary showing the lowest logical cost for the business purpose must be completed through the booking tool at the time the travel is requested.

**Business Only Comparison:**

1. Open your Concur account
2. Click on SAP Concur in the black navigation bar
3. Go to Trip Search and create your business only flight itinerary
   a. Pick your flights
   b. STOP before submitted request
   c. Click Print
      i. You can save it as a PDF
      ii. Upload it to your Request

If a cost comparison is not obtained prior to the trip, the traveler will work with CTM to obtain a past date fare quote. A full agent assist fee of $18 applies. (Please note this is a futuristic fare as they can not go back in time to pull an accurate fare)

* **Past Date Fare Quote:**

**EMAIL CTM:** ua@travelctm.com  (email is preferred) **PHONE:** 1-(833)-500-4292

1. Put PAST DATE FARE REQUEST; in the subject line
2. Profile name (UOFA)
3. Name of traveled
4. Dates, times, and destinations of original authorized travel
5. Be sure to indicate if you need a Round Trip or One Way past fare quote
6. Date trip was authorized (this will provide the agent with any advance purchase Information
7. Original Approved “REQUEST ID#”
CTM may either charge the agency card the full touch fee of $18.00 (this charge would then show on the traveler’s Concur profile and should be assigned to the expense report as a personal/non-reimbursable expense) or the traveler may call CTM and provide a personal credit card over the phone.

Business + Personal Travel Continued

**Extended Stay:** When a traveler is extending their stay in the business location they can book their travel through the booking tool. They must pull a business only comparison from within the booking tool. If there is any additional costs for their personal it will be deducted from their business trip reimbursement once they submit their ER.

**Deviation:** When a traveler is deviating from their business location for their personal trip they are not allowed to use the booking tool or CTM. They will still need to pull a business only comparison from within the booking tool. They will only expense the least amount of the two when generating their ER. They must upload both business only itinerary and the actual flight itinerary as backup.
**Group Travel:** This is when one person is designated as the group leader to incur all travel expenses associated with the trip. There will be one Travel Request and one Expense Report submitted under the Leaders name. *(Forms can be found on our website)*

*UA Regulations allow for 2 methods of receiving reimbursement for meals associated with group travel.*

1. **Actual costs** covered for all group members
2. **Per Diem distributed** to each group member

**GROUP OPTION 1 (Actual Costs)**
The Group Leader will cover all meal expenses (not to exceed per diem) and submit itemized receipts for meals with a signed form from the group members stating that all meals were provided and no monies are due back to them.

**GROUP OPTION 2 (Per Diem Distributed)**
The Group Leader hands out a meal allowance (not to exceed per diem) and have each traveler sign for the money received. This then acts as receipt for the group leader to be reimbursed. Most cases this would be an **CASH Travel ADVANCE** request
Blanket Mileage: You will process this using the Legacy process as blankets cannot be processed in Concur.

Travel Authorization
2. Click on Blanket Mileage Form
   This will open up the google form for you to fill out and submit.
3. Once the TA has been generated by STS we will route it through DocuSign for signature approvals.
4. You will receive a copy of the Approved TA and that is when you are able to begin your travels.

Expense Report (we ask that you submit ER’s when you have a reimbursement amount of $50 or better, unless you are set up on direct deposit)
1. You will fill out a Mileage Form
   This is a new form which takes the place of the Travel Expense Report (TER) Form. Found on our website or here is the direct link: https://uaf.edu/cfos/files/internal-resources/travel/2020-UA-mileage-reimbursement-form.pdf
2. If you have any parking receipts you will submit along with your mileage form.
**Student/Guest Travel:** This is processed differently than you are used to, so please become familiar with our *NEW* process.

1. The PI or Host of the student/guest will contact STS by email or phone.
2. We will need the following information
   a. Travelers name
   b. Travelers email address
   c. Where the traveler is traveling from/to
   d. Dates of travel
   e. The funding source
   f. The travel component that will be covered for this trip
      Such as: Airfare, Lodging, Car Rental, Per Diem, Registration, etc....
3. STS will reach out to the traveler and be their main point of contact.
   (This is important as there are a few steps that need to happen as all travel is required to be processed through Concur).
Travel Vocabulary:

**Request** = This is the Travel Authorization, also known as the Travel Request. This must be filled out and approved prior to any UA Fund obligation start occurring.

**Trip Name** = This is the Name that your travel will be listed under in Concur. You should start with your last name, dates of the business travel and where you are traveling from and to. Example: Doe/J. 12/5-10/20 FAI.SEA (this is a limited character field so you want to abbreviate)

**Request Header** = This is all the basic details of your trip in Concur.

**Expense Report** = Most commonly referred to as the ER, this is the process that must be generated, completed and submitted for review for compliance prior to being issued the travelers reimbursement (if due any).

**Non-standard Lodging** = This is used when you are staying in a campground, school, RV etc. (not to be used when staying in an AirBnB or VRBO).

**Travel Allowance** = This is known as the Per Diem itinerary, when created correctly it will calculate your per diem for the trip.

**Per Diem Offset Meal** = This is used when you use your Travel Card to pay for your meals while you are on your trip. Concur will subtract the meals from your daily per diem automatically.

**Actual Meal** = When you are only claiming exactly what you spent for meals. This can only be claimed if you submit ITEMIZED meal receipts with your ER.

**Per Diem Reduction** = When claiming per diem though you do not wish to claim the full amount. A per diem reduction is expensed with a negative figure. This will deduct the excess of per diem that you do not want to receive.

**Group Travel** = This is when one person is designated as the group leader to incur all travel expenses associated with the trip. There will be one Travel Request and one Expense Report submitted under the Leaders name.
Travel Vocabulary Continued:

**Business + Personal Trip** = This is when a traveler takes personal time along with their business trip. There are two common types of Personal travel that our travelers use when combining it with their business trips.

a. **Extending Stay** = When a traveler is extending their stay in the business location.

b. **Deviating** = When a traveler's personal portion is in a different destination from where the business travel took them.

**Blanket Mileage Travel** = When a traveler is going back and forth to the same location on a regular basis and will only be claiming mileage for the use of their personal vehicle (POV). (We do allow parking to be reimbursed on this blanket though nothing else).

**Travel Components** = All possible aspects of one's travel

- Flights
- Lodging
- Per Diem
- Rental Vehicle
- Mileage for POV
- Registration
- Fuel

**Fees** = Baggage, Excess Baggage, Agent Fees, Airline Fees, change fees